

# Resume Power Verbs

## Management Skills

Accepted  
Accomplished  
Accounted for  
Adapted  
Administered  
Analyzed  
Assigned  
Authorized  
Chaired  
Consolidated  
Contracted  
Coordinated  
Dealt  
Decided  
Delegated  
Determined  
Developed  
Directed  
Elected  
Eliminated  
Employed  
Encouraged  
Enforced  
Evaluated  
Executed  
Fostered  
Handled  
Headed  
Hired  
Improved  
Increased  
Innovated  
Launched  
Led  
Organized

Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Reorganized  
Reviewed  
Scheduled  
Streamlined  
Strengthened  
Supervised  
Unified

## Research Skills

Acquired  
Clarified  
Collected  
Conducted  
Critiqued  
Diagnosed  
Evaluated  
Examined  
Explored  
Identified  
Included  
Inspected  
Interpreted  
Interviewed  
Investigated  
Observed  
Organized  
Reviewed  
Summarized  
Surveyed  
Uncovered  
Unraveled

## Communication Skills

Addressed  
Arbitrated  
Arranged  
Authored  
Collaborated  
Convinced  
Corresponded  
Delivered  
Developed  
Directed  
Drafted  
Edited  
Enlisted  
Exhibited  
Explained  
Formulated  
Indicated  
Influenced  
Interpreted  
Lectured  
Mediated  
Moderated  
Negotiated  
Persuaded  
Presented  
Promoted  
Proposed  
Provided  
Publicized  
Reconciled  
Recruited  
Reported  
Revised  
Sold  
Spoke  
Translated

Tripled  
Widened  
Won  
Wrote

## Financial Skills

Added  
Adjusted  
Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Balanced  
Bought  
Budgeted  
Calculated  
Computed  
Converted  
Cut  
Developed  
Financed  
Forecasted  
Managed  
Marketed  
Planned  
Projected  
Researched  
Totaled  
Trimmed

## Creative Skills

Conceived  
Conceptualized  
Created  
Customized  
Designed  
Developed  
Directed

Eliminated  
Established  
Founded  
Illustrated  
Initiated  
Innovated  
Instituted  
Integrate  
Introduced  
Invented  
Launched  
Originated  
Performed  
Planned  
Revitalized  
Shaped  
Simplified  
Streamlined

## Technical Skills

Accelerated  
Assembled  
Began  
Built  
Calculated  
Computed  
Constructed  
Converted  
Designed  
Devised  
Enhanced  
Engineered  
Innovated  
Installed  
Maintained  
Operated  
Overhauled  
Programmed

Remodeled  
Renovated  
Repaired  
Set up  
Solved  
Targeted  
Upgraded

**Clerical Skills**

Approved  
Arranged  
Catalogued  
Classified  
Collected  
Compiled  
Delivered  
Dispatched  
Executed  
Filed  
Forwarded  
Gathered  
Generated

Highlighted  
Implemented  
Inspected  
Monitored  
Operated  
Ordered  
Organized  
Prepared  
Processed  
Provided  
Purchased  
Recorded  
Retrieved  
Screened  
Specified  
Supported  
Systematized  
Tabulated  
Transferred  
Validated

**Teaching Skills**

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Coordinated  
Demystified  
Developed  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Guided  
Informed  
Instructed  
Learned  
Persuaded  
Set goals  
Simplified  
Stimulated  
Trained

**Helping Skills**

Advised  
Aided  
Assessed  
Assisted  
Clarified  
Coached  
Counseled  
Delivered  
Demonstrated  
Diagnosed  
Educated  
Exhibited  
Expedited  
Facilitated  
Guided  
Helped  
Motivated  
Participated  
Referred  
Rehabilitated  
Showed

**More Verbs for Achievement**

Achieved  
Awarded  
Boosted  
Expanded  
Familiarized  
Gained  
Pioneered  
Reduced  
Resolved  
Restored  
Spearheaded

